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6 March 1958

MEMORANDUM FOR: Assistant Director, CR

VIA : Administrative Staff, CR

SUBJECT : February Activity Report for Document Division.

1. The following statistical reports are attached:
 - A. Documents and Non-CIA Cables Received
 - B. Manpower and Production Summary.
2. The daily receipts of both documents and Non-CIA Cables were about average during the month and no significant backlogs developed. No overtime was required in processing documents in the Analysis and Processing Branches. Overtime and typing assistance was provided by Processing Branch to the Release Section during the month in order to move current work.
3. Effective 1 February, a procedure was started to measure the flow of documents through the various processing steps and to identify slow moving batches for expedite handling. Our records indicate 82% of all receipts were completely disseminated to all recipients within 3 working days of receipt and that 75% of the documents selected for coding had been completed within 4 working days. The remainder in each category was moved in one additional workday.
4. The distribution to CIA Offices of Foreign Press Summaries, RFE and BBC items was transferred to Acquisitions Branch, on 24 February 1958, where such items are initially received for the community. A Processing Branch distributor was detailed to Acquisitions Branch for 90 days after which any necessary T/O adjustments will be made.
5. It is interesting to note on the "Manpower and Production Report" that 4,629 non-productive hours represent about 25% of the man hours available in the Document Division during the month. The snow storm (Administrative Leave) and work on special projects (Task Forces) account for one-third of the non-productive total. This percentage does not, of course, include time allowed for security checking and coffee breaks.

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Chief, Document Division

Attachments:
As stated above.

cc: Analysis Branch, Processing Branch, Special Control Branch

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